

Quick Reference Guide

Using Remote Access with EPA PIV Authentication

1. When remote go to: <https://workplace.epa.gov>.
2. Select the link: **Connect to EPA Workplace using Pulse Secure VPN client and EPA PIV authentication.**

United States Environmental Protection Agency

ONE EPA Workplace

Remote Access Sign On - Notification and Information




PIV Authentication Update: Use your PIV card to connect to EPA's network. **First time PIV card users need to make sure they select the correct certificate** - click the link for more information: [Using PIV card authentication](#). If you experience issues using your PIV card, click the link for further assistance [PIV authentication help](#) or contact the EPA Help Desk.

OTP Authentication Update: If you use One Time Password (OTP) to connect to EPA's network, beginning April 30, new identity and security requirements will limit options for receiving a password (4-digit registration code) to an SMS/Text via an EPA-issued or personal cellular phone. Receiving your password (4-digit registration code) by Email or Voice will no longer be an option. As a result, in order to access EPA's network using OTP authentication, you must have a cellular phone registered with OTP. Click the link for more information: [Using OTP authentication](#)

Setup and Installation: The EPA Remote Access service provides secure access for EPA employees and contractors. To use, the appropriate registrations and login IDs must have already been created. Click the link for information about using and setting up the Pulse Secure VPN client: [Remote Access Setup and Installation Instructions](#).

The Microsoft Edge browser is not currently supported for remote access. Internet Explorer 11 is the recommended browser.

EPA Remote Access Sign On Options

| | |
|---|--|
|  | Connect to EPA Workplace using Pulse Secure VPN client and EPA PIV authentication. |
|  | Connect to EPA Workplace using Pulse Secure VPN client and One Time Password (OTP). |
|  | Connect to EPA Workplace Proxy using OTP Users who are having trouble signing in through the Pulse Secure VPN client or who are using a device that is not compatible with the VPN should sign in using the Workplace Proxy clientless connection. |

Password Help : <https://pss.epa.gov>

3. Select **Proceed** on the Pre Sign-In Notification screen.

United States Environmental Protection Agency

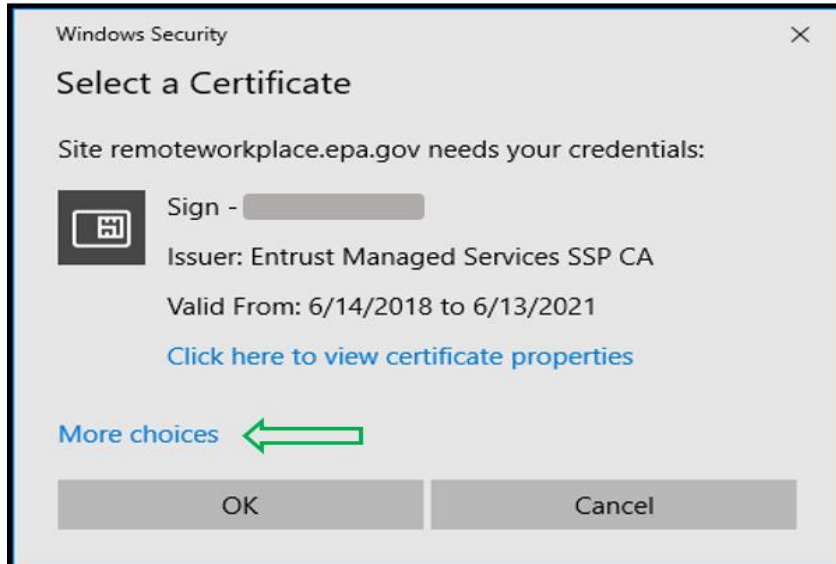
ONE EPA Workplace

Pre Sign-In Notification

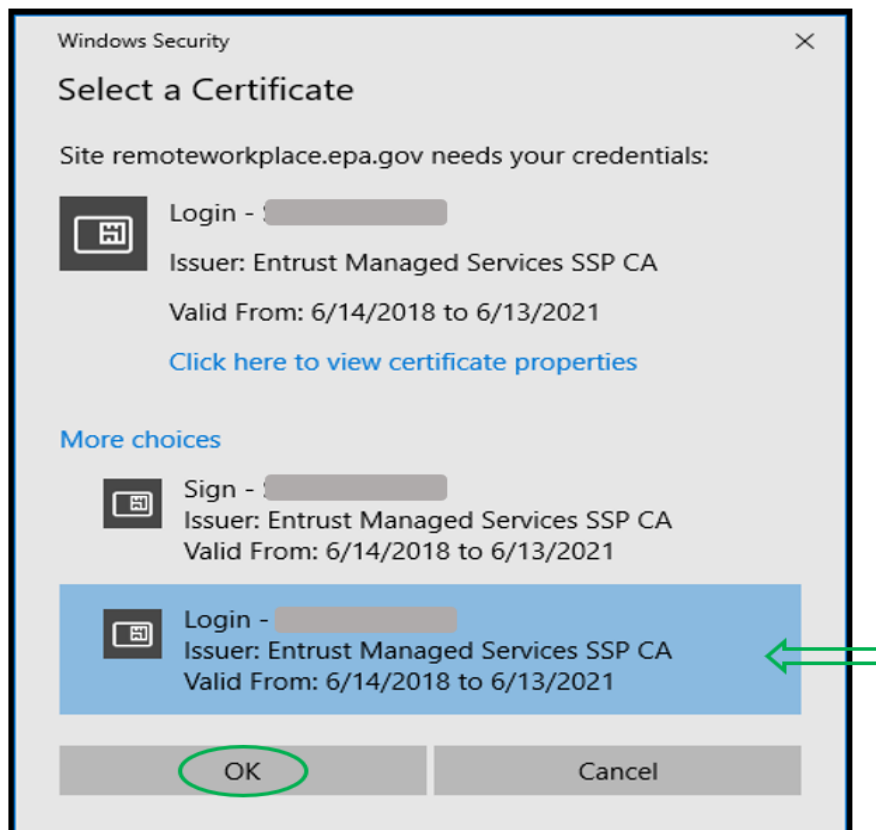
In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

- 1) you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only
- 2) unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action
- 3) the term U.S. Government information system includes systems operated on behalf of the U.S. Government
- 4) you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems
- 5) at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems
- 6) at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information
- 7) any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel misconduct measures, law enforcement, and counterintelligence inquiries
- 8) you may not process or store classified national security information on this computer system and
- 9) By using your PIV card to electronically sign Agency documents, you acknowledge that you have the same intent as would be required for an authorized handwritten signature to any Agency documents.

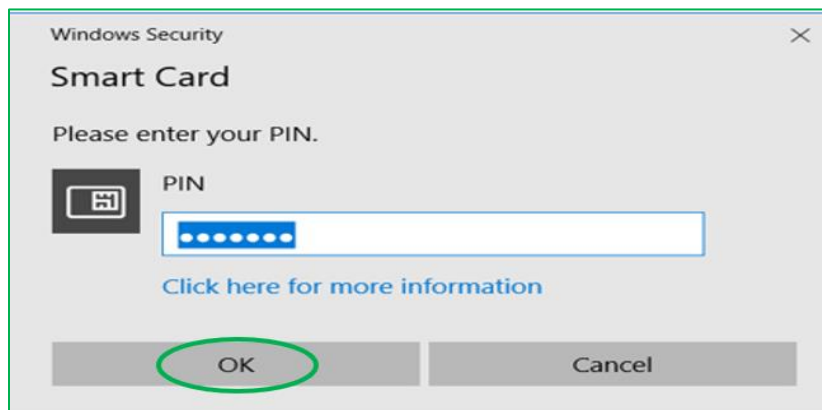
4. In the Windows Security screen, select **More choices** to expand the list of available certificates. Only select "OK" if the certificate shows "Login". If you receive a certificate error message, see the "**PIV authentication help**" link for assistance, then restart your login session.



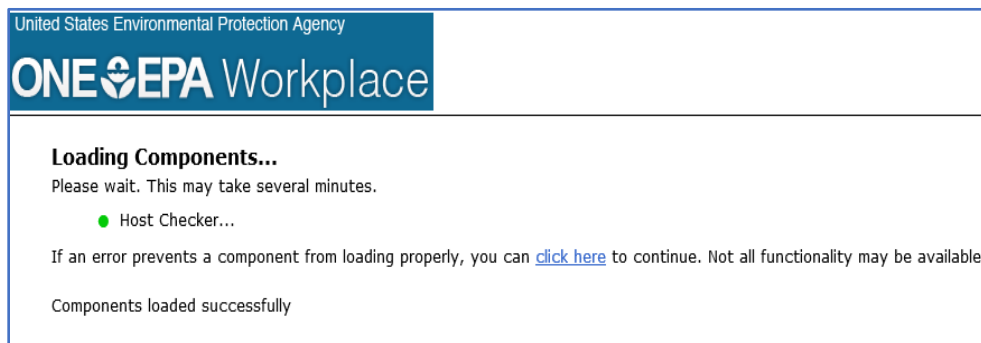
5. If there are multiple certificates, **select your Login certificate**, then select "OK". If you experience certificate problems, see the "**PIV authentication help**" link for assistance.



6. Enter the PIN associated with inserted Smart Card and select “OK”.



7. The Host Checker screen will appear when you have authenticated correctly.



8. The intranet home page should appear, indicating that you have successfully connected to EPA’s intranet home page. Please contact your local help desk if assistance is needed.

